

Ordering Instructions

Type or print information and fax the completed form to (916) 445-9134, or mail to:

Administrative Publications Services
Office of State Publishing
344 North 7th Street, Room 104
Sacramento, CA 95814-0212 (IMS P-6)

For customer service, contact Melalee Peterson, Office of State Publishing, (916) 327-8908, or e-mail: melalee.peterson@dgs.ca.gov

DATE MAILED:

EXPENDITURE AUTHORIZATION	SHIP TO
Your order cannot be processed without your billing code and an authorizing signature.	NAME (First, Last)
Please contact your accounting office if you are not sure of your agency billing code.	WORKING TITLE
↓ 5-Digit Billing Code ↓	AGENCY or DEPARTMENT
	DIVISION
AUTHORIZING OFFICER'S PRINTED OR TYPED NAME	SHIPPING ADDRESS (Number and Street—Unable to mail to P.O. Boxes)
AUTHORIZING OFFICER'S SIGNATURE (Required)	(City, State, Zip Code—IMS code required for all agencies within the IMS system.)
	TELEPHONE NUMBER (include Area Code or enter '8' if CALNET) ()

PRODUCT DESCRIPTION	QUANTITY (Must Be Entered)	*PRICE EACH	TOTAL
State Administrative Manual (SAM)—Paper		\$241.00	
**Annual SAM Revision Subscription—Paper		\$120.00	
***SAM Binders		\$28.00	
		GRAND TOTAL	\$

* Price includes handling and shipping. Prices subject to change.

** This is a one-year subscription for SAM revisions, which also entitles customers to SAM Management Memos. Subscription renewal notices will be sent to customers 45 days prior to subscription expiration. State agencies will be automatically billed to renew Rev. subscriptions, unless the agency notifies APS to discontinue the subscription.

*** Official 3 ½ SAM binders are hinged and made of durable vinyl. The SAM can be placed into two binders, but the use of three binders is recommended for frequent use.

Access the SAM and SAM Management Memos on Internet at: <http://www.osp.dgs.ca.gov>
(Note: The SAM paper publications are the official references.)

OSP Use Only

DATE DOCUMENTS FILED/INITIALS	DATE POD SYSTEM UPDATED/INITIALS	DATE SAM SYSTEM UPDATED/INITIALS
-------------------------------	----------------------------------	----------------------------------

Comments: